

1.42
N75F
NO. 514
FEB 14 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
North Central Division.

INSTRUCTIONS FOR PREPARING PROGRESS RECORDS
IN COUNTY OFFICES



Part I. GENERAL

Form NCR-County No. 25, Progress Record, 194_ Agricultural Conservation and Parity Payment Program, Form NCR-County No. 25A, Progress Record, 194_ Crop Insurance Program and Form NCR-County No. 25B, Progress Record, 194_ Sugar Beet Program, are to be prepared in county offices in order to facilitate the work of the county committee in determining the status of a program with respect to each farm in the county and in preparing reports for the State and regional offices concerning the status of a program for the county as a whole. These forms are to be used in lieu of the master office record forms which were used in connection with previous programs.

Part II. PREPARATION OF FORM NCR-COUNTY NO. 25.

Enter in the spaces provided at the top of the form the name of the State, the name of the county, the minor civil division number or name, the sheet number (beginning with number one for each minor civil division) and the year of the program.

Column 1. - Enter the ACP farm number which is obtained from the regular listing sheet column (1). Farms shall be listed in the same order as they appear on the listing sheet.

Column 2. - Enter on the top line the name of operator and enter the name of owner on the lower line. If there is more than one owner or if there are sharecroppers, additional lines may be used. This information will be obtained from available records in the county office and should be kept current.

Column 3. - Enter opposite each person's name his address.

Column 4. - Enter opposite each person's name an abbreviation indicating his relationship to the farm. For owner-operator enter "O", for share tenants enter "T," for cash tenants enter "CT," for sharecroppers enter "SC," and for landlords enter "L."

Column 5. - Enter on the top line the date on which the farm plan was prepared.

Column 6. - Enter on the top line the initials of the community committeeman to whom the farm plan was assigned. If the farm plan was returned to the field for additional information or correction, enter on the lower line the initials of the community committeeman to whom it was reassigned.

Column 7. - Enter on the top line the data on which the farm plan

was assigned. If the farm plan was returned to the field for additional information or correction, enter on the lower line the date on which it was reassigned.

Column 8. - Enter on the top line the date on which the Farm Plan was returned to the county office. Indicate in this column, by the letter (R), if the interested persons refused to sign, and by the letter (S) if Farm Plan was properly signed. If the Farm Plan was reassigned, enter on the lower line the date it was returned to the county office and an indication as to whether the Farm Plan was signed or refused.

Column 9. - Enter on the top line the date the farm Report was prepared in the county office.

Column 10. - Enter on the top line the initials of the farm reporter to whom the farm report was assigned. If it was reassigned for correction or additional determination of performance, enter on the lower line the initials of the reporter to whom it was reassigned.

Column 11. - Enter on the top line the date on which the Farm Report was assigned to the farm reporter. If the Farm Report was reassigned, enter on the lower line the date on which it was reassigned.

Column 12. - Enter on the top line the date on which the Farm Report was returned to the county office. If it was reassigned, enter on the lower line the date on which it was returned the second time.

Column 13. - If a further check of performance is necessary, enter an "X" on the top line. After the check of performance has been completed, enter the date on which the farm report was completed. This should be the date on which Section IV and Section V were completed. If the farm report was not reassigned to a farm reporter the entry shall be made on the top line. The date of completion shall be entered on the lower line if the farm report was reassigned.

Column 14. - Enter the date on which the computation sheet was completed.

Column 15. - Enter the date on which the computation sheet was transmitted to the State Office.

Column 16. - Enter the date on which the computation sheet was approved.

Column 17. - Enter the date on which the application for payment was prepared. In case the county wishes to have a record of the serial number of the application, the serial number may be entered in this column opposite the name of the person for whom the application was prepared.

Column 18. - Enter the date on which the application was sent out for signature.

Column 19. - Enter the date on which the application was returned to the county office.

Column 20. - Enter the date on which the application was transmitted to the State Office.

Column 21. - Enter the date on which the check was delivered to the payee.

Columns 22, 23, 24, and 25. - These columns are for the use of the county office for entering any additional information that may be of assistance in carrying out the farm program.

Combination Farms - If two or more tracts are combined as one farm for the purposes of the program, reference should be made opposite the farm numbers of such tracts to the farm number assigned to the combined farm. A new sheet of NCR County No. 25 should be prepared for the combined farms for the county and thereafter, data with respect to the combined farms should be entered on the new sheet.

Split Farms - If a farm is split into two or more farms for the purposes of the program, reference should be made opposite the farm number of the original farm to the farm numbers assigned to the new farms. The farm numbers assigned to the new farms should be entered in proper order and thereafter, data with respect to the new farms should be entered opposite the new farm numbers.

Part III. PREPARATION OF FORM NCR-COUNTY No. 25A

Enter in the spaces provided at the top of the form the name of the State, the name of the county, the minor civil division number or name, the sheet number and the year of the program.

Column 1. - Enter the ACP farm number obtained from the listing sheet, Column (1.)

Column 2. - Enter the Wheat Crop Insurance Application number. The application number of the tenant shall be listed on the upper half of the divided line followed by the letter "T" and the application number of the landlord shall be listed on the lower half of the divided line followed by the letter "L".

Column 3. - Enter the name of the applicant.

Column 4. - Enter the address of the applicant.

Column 5. - Enter opposite each person's name an abbreviation indicating his relationship to the farm. For owner-operator, enter "O"; for share tenants, enter "T"; for cash tenants, enter "CT"; for share croppers, enter "SC"; and for landlords, enter "L".

Column 6. - Enter the date the application was received in the county office.

Column 7. - Enter the date the application was transmitted to the State office.

Column 8. - Enter the date the Notice of Seeding was prepared in the county office.

Column 9. - Enter the date the Notice of Seeding was transmitted to the State office.

Column 10. - If a request for inspection is made, enter the date that the request was received in the county office.

Column 11. - Enter the date the inspection was made.

Column 12. - Enter as the date the Statement in Proof of Loss was prepared, the date appearing opposite the adjuster's signature as the date he signed the Statement in Proof of Loss.

Column 13. - Enter the date the Statement in Proof of Loss was certified by the county committee.

Column 14. - Enter the date the Statement in Proof of Loss was transmitted to the State office.

Column 15. - Enter the date and amount paid as shown in item 5 of the county office copy of the Statement of Cash Indemnity.

Columns 16, 17, 18, 19, and 20. - In case any of the forms are suspended, a record of such suspension and disposal may be kept in these columns.

Part IV. PREPARATION OF FORM NCR-COUNTY No. 25B

Enter in the spaces provided at the top of the form the name of the State, the name of the county, the minor civil division number or name, the sheet number, and the year of the program.

Column 1. - Enter the photo, map, or farm number.

Column 2. - Enter the name of the operator-producer.

Column 3. - Enter the address of the operator-producer.

Column 4. - Enter the initials of the farm reporter who will execute the Farming Unit Report for the farm.

Column 5. - Enter the date on which the farm reporter received the Farming Unit Report.

Column 6. - Enter the date on which the Farming Unit Report was returned to the county office

Column 7. - Enter the date on which the Farming Unit Report was completed.

Column 8. - Enter the initials of the reporter who visited the farm to determine whether or not the labor provisions of the Sugar Act have been met.

Column 9. - Enter the date on which the labor report was assigned to the farm reporter.

Column 10. - Enter the date the labor report was returned to the county office.

Column 11. - Enter the serial number of the application.

Column 12. - Enter the date on which the application was sent out for signature.

Column 13. - Enter the date on which the application was returned to the county office.

Column 14. - Enter the date on which the application was transmitted to the State office.

Column 15. - Enter the date on which the check was delivered to the producer.

Columns 16, 17, 18, 19, and 20. - These columns are for the use of the county office for entering any additional data that may be useful in carrying out the Sugar Beet Program.

* * * * *

100